UNITED STATES ARMY CONTRACTING COMMAND EUROPE
PROFESSIONALS
COMMITTED TO SERVICE

REGIONAL CONTRACTING OFFICE, SECKENHEIM

Field Ordering Officer (FOO) Training

REGIONAL CONTRACTING OFFICE, SECKENHEIM

USAREUR Pamphlet 715-4

REGIONAL CONTRACTING OFFICE, SECKENHEIM

- SF44 purchase method only when no other method of procurement possible

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- OVER-THE-COUNTER PURCHASING METHOD

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- Immediate availability
- Non-availability from other government sources
- One delivery and one payment

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- Appointment by the Chief, Regional Contracting Office, Seckenheim
- Authority and limitations in the appointment letter

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Request for termination of appointment

if FOO is reassigned or separated from service

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DO NOT EXCEED THE SCOPE OF

YOUR AUTHORITY!!

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Nomination and appointment as field ordering officer not possible for:

- Supply officers,
- property book officers,
- stock record officers,
- finance officers,
- class A agents,
- and personnel under their direct supervision

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DO NOT EVER ACT AS FIELD ORDERING OFFICER AND CLASS A AGENT ON THE SAME TRANSACTION !

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CONFLICT OF INTEREST

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JOINT ETHICS REGULATION, DOD 5500.7-R, Aug 93

- protect U.S. Government’s interest
- maintain U.S. Government’s reputation for fair dealings with contractors
- review annually

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Conflict of Interest

- report to your supervisor and the chief of the contracting office

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Failure to report violations

- immediate termination
- no reappointment
- notification of the commander

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Failure to report violations (continued)

- notification of the commander of the major command
- investigation if Chief of Regional Contracting Office, Seckenheim, determines it necessary

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MONETARY LIMITATION

- $2,500 per transaction

(Do not split requirement to avoid the monetary limitation!)

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UNAUTHORIZED ACTIONS

- Ratification of a purchase
- Re-delegation of authority
- Exceeding monetary limitation
- Splitting requirement to avoid monetary limitation
- Exceeding scope of authority

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- Availability of sufficient funds
- Fund availability in writing

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Funding on DA Form 3953

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DA Form 3953

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for bulk funding

- Block 1:Three digit code identifying resource management office (RMO)
- Block 2: 14-digit number (Department of Defense activity address code (DODACC), julian date, and control number)

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for bulk funding (continued)

- Block 3: Date document prepared
- Block 4: Purchasing and Contracting Officer
- Block 5: RMO

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for bulk funding (continued)

- Block 6: Unit Army post office address
- Block 7: Complete military address of unit receiving supplies/services

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for bulk funding (continued)

- Block 10: Name and telephone number
- Block 12: Common table of allowances (CTA) or other authorization for the supplies/services

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for bulk funding (continued)

- Block 14: Name and telephone number
- Block 15: Bulk-funded commitment in support of …… for the period …… (for the purchase of ……..)

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for bulk funding (continued)

- Block 19: numerous-digit number inserted by RMO and amount in dollars available for your mission

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for bulk funding (continued)

- Block 20: Typed name and title of Fund Certifying Officer (FCO)
- Block 21: Signature of FCO

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for bulk funding (continued)

- Block 22: Date
- Block 25: Purpose of the PR&C
- Blocks 27 through 26: self-explanatory

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OBLIGATION RECORD

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In accordance with USAREUR Pamphlet

715-4 paragraph 19 an individual DA Form

3953 is required for each request

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for individual request

- Block 1 - Purchase Instrument Number (unit control number)
- Block 2 - Requisition Number (14 Digit) 6 - DODAAC, 4 - Julian date, 4 - Serial number

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for individual request

- Block 3 - Date PR&C was initiated
- Block 4 - Regional Contract Office address and DODAAC (WK4FUB)

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for individual request

- Block 5 - Resource Management Office address and DODAAC
- Block 6 - Supply Support Activity/Office address and DODAAC

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for individual request

- Block 10 - Point of contact (POC) who is familiar with item and their E-mail address
- Block 11 - POC telephone number

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for individual request

- Block 12 - Initiator reference authorization for purchase
- Block 13 - Reference that requires SSA edit
- Block 14 - Item number

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for individual request

- Block 15:

- Item description of commercial goods/services

- Federal Supply Code (FSC)

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for individual request

- Block 15: (Continued)

- See attached continuation sheet

- OF336 or Blank bond paper

- Period of performance for services

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for individual request

- Block 16 - Quantity
- Block 17 - Unit (Each/EA)
- Block 18 - Unit price

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for individual request

- Block 19 - Reference to bulk funding if applicable and total cost
- If no bulk funding available:

– Block 20 - Fund cite, 65 digit, amount

– Block 21 - Typed Fund Certifying Officer’s (FCO) name and title

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for individual request

- If no bulk funding available:

– Block 20 - Fund cite, 65 digit, amount

– Block 21 - Typed Fund Certifying Officer’s (FCO) name and title

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for individual request

- Block 22 - FCO signature
- Block 23 - Date FCO signed

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for individual request

- Block 27 - Typed initiating officer’s name and grade
- Block 30 - Initiating officer’s telephone number

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for individual request

- Block 28 - Initiating officer’s signature
- Block 29 - Date initiating officer signed
- Block 31 - Typed supply officer’s name and grade

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for individual request

- Block 32 - Supply officer’s signature
- Block 33 - Date initiating officer signed
- Block 34 - Typed approving officer or designee name and grade

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Purchase Request and Commitment (**PR&C**) Form (DA Form 3953) for individual request

- Block 35 - Approving official signature
- Block 36 - Date approving official signed

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AUTHORIZED PURCHASES

- Items at zero balance at the unit's supporting self-service supply center (SSSC) or on the SSA or RSSA.
- Hay and gravel

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AUTHORIZED PURCHASES (continued)

- Rental of space for the duration of the mission for use as a command post or for administration
- Latrine, trash, and shower facilities
- Emergency roadside repair of vehicles

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AUTHORIZED PURCHASES (continued)

- Calls using commercial telephone assets when permitted by communications regulations

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AUTHORIZED PURCHASES (continued)

- Supplies or services authorized by written waiver from Regional Contracting Office, Seckenheim (RCOS), or United States Contracting Command, Europe (USACCE)

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AUTHORIZED AND UNAUTHORIZED PURCHASES

during contingency operations, humanitarian assistance operations, peacekeeping operations, and exercises

- See examples listed in USAREUR Pamphlet 715-4 Appendix D-2

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FIELD ordering officers might be held

personally liable if the purchase is not in

accordance with regulations !

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TAX RELIEF

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FAIR AND
REASONABLE PRICE

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Standard Form 44 is an accountable form

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SF44

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SF44

- Block 1:Date of the purchase
- Block2: SF44 number (e.g. DAJA02-9707-054)
- Block 3: Printed name and address of the vendor

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SF44

- Block 4: Print name and address of your activity
- Block 5: Specify supplies/service to be purchased by line item.
- Block 6: Quantity and unit of measurement of item

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SF44

- Blocks 7 through 9: Amounts in the currency of payment
- Block 10: Finance address
- Block 11: Printed name and signature of ordering officer

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SF44

- Block 12: Complete accounting classification, conversion rate, if applicable, and U.S. dollar equivalent to foreign currency used for this purchase
- Block 13: Signed by the recipient of the supplies/services

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SF44

- Block 14: Amount paid to vendor
- Block 15: Signature of vendor

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Field ordering officers files

- Appointment letter
- USAREUR Pamphlet 715-4
- Waiver (if applicable)
- Copy of bulk funding document(s)
- Copy of each request

REGIONAL CONTRACTING OFFICE, SECKENHEIM

Field Ordering Officer Files

- All unused SF44s
- Copy of all SF44s issued
- Copy of all invoices
- Obligation record

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Within 15 days of the end of the mission

- All unused SF44s
- Copy of all SF44s issued
- Copy of all invoices
- Obligation record

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Within 15 days of the end of the mission (continued)

- Memorandum of the unit's mission (e.g. contingency, JCTP, exercise)

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Within 15 days of the end of the mission (continued)

- Waiver (if applicable)
- Copy of bulk funding document(s)
- Copy of each request

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Improper use of SF44

- Immediate termination of field ordering officer appointment
- No reappointment
- Notification of commander

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Improper use of SF44 (continued)

- Notification to commander of major command
- Investigation if determined necessary by Chief of RCOS

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Feeder reports

- Name
- Address of activity
- Number of SF44s and total dollar amount for supplies

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Feeder reports (continued)

- Number of SF44s and total dollar amount for services
- Period of report (see USAREUR Pamphlet 715-4 paragraph 18).

REGIONAL CONTRACTING OFFICE, SECKENHEIM

- Point of Contact: Ulrike Weismann
- DSN: 375-3392/7576 or 0621-487-3392/7576/7579
- E-mail: Uli.Weismann@rcoskn.usacce.army.mil
- FAX: 0621-487-3353

REGIONAL CONTRACTING OFFICE, SECKENHEIM

- German Address:

Regional Contracting Office
Seckenheim

Hammonds Barracks, Gebaeude 968

Badener Platz

68239 Mannheim-Seckenheim

REGIONAL CONTRACTING OFFICE, SECKENHEIM

- U.S. Address:

Regional Contracting Office,
Seckenheim

Unit 29331

APO AE 09266

REGIONAL CONTRACTING OFFICE, SECKENHEIM

- Homepage:

http://www.usacce.army.mil/seckenheim/